

Senior Enlisted Joint Professional Military Education

NOTE: This course is provided on-line through the Joint Forces Staff college (JFSC).

1. Go to the following URL:
<https://www.jfsc.ndu.edu/des/SEJPME/Welcome.asp>
 - Then go to step #5 if that works.
 - Or move to step #2 if the link does not work.
2. Go to your Google search engine and type in:
 - a. Senior Enlisted Joint PME course
3. Click on the “Senior Enlisted Joint Professional Military Education” link.
4. Scroll to the bottom and click on Register.
5. Once you get to the main Registration website, you will have to register for an account and get a username and password.
6. Once you get into the system, it will make you take a 50 question pre-test. This pre-test has absolutely nothing to do with your overall final score and in receiving the certificate. They basically just want to know what knowledge you already have on the subject. NOTE: The pre-test is run the exact same way as the FINAL EXAM, so at least you will have an idea of how it will be ran.
7. After the pre-test, it will direct you to the “Black board” to study the material. All you need to do is print out the (8) modules (study material) on the left hand side of the page or pull up the file and minimize them at the bottom of the screen until that module is used for the final exam. The final exam is given in the order of the (8) modules.
8. Once you print those off or pull them up, get out of the black board and go back to the main page. Click on FINAL EXAM to begin the examination.
9. One question pops up in a window at a time. You click the answer and then next to move on. You CANNOT go back and correct an answer that you get wrong, but you have 90 days to complete the examination. At the top right corner of the window, it gives you the module # and section within the module to reference IOT look up the answer.
10. If you log out and decide to log back in later on during the examination, then it will start you right back where you left off.
11. Once you pass the test, it will give you the PDF file that is your actual course diploma. Save the file or print it out and do the following:
 - a. Have the certificate ran in MCTFS (3270) through your local administrative section.
 - i. The completion code for the course is “KZF”.
 - ii. Once it is ran in 3270 with the above code, it will show up on your Master Brief Sheet (MBS) under the PME section of the Header data and will say “SR ENLISTED JTPME (NONRES)” along with the year that it was completed.
 - b. Send the Certificate in to MMSB (HQMC) to have it put into your OMPF.
 - i. The phone number for the MMSB Helpdesk is: (703)784-5640
 - ii. Their e-mail address is: smb.manpower.mmsb@usmc.mil
 - iii. Their fax number is: (703)784-5682

12. All E-6's and above can complete this additional PME, and should, as a lot of Marines are already well aware of the course and it is in their records.
13. This course is not a PME requirement, but is an added additional school to have reflected in your record to possibly make you even more, well rounded and competitive for future promotions.